



Park Ranger

Class code: 475

Employee Group: SEIU

FLSA: Non-Exempt

Salary Range: 19

I. Position Summary

Under general supervision to coordinate, perform and/or oversee operational and maintenance duties in campgrounds and parks including buildings, facilities and grounds and ensure safety of park users; to assist the public in the use of park facilities; enforce County codes and ordinances; and to perform related duties.

II. Distinguishing Features

This is an advanced journey level class. Employees possess a significant level of technical and functional expertise, specialized knowledge, abilities, skills and experience beyond that expected at the journey level. Incumbents work in an independent manner and exercise technical and functional oversight over lower level positions, as well as in the great complexity of the work performed. Incumbents perform a full range of complex analytical tasks and work under limited direction within a framework of established procedures. The employee receives general instructions regarding the scope of and approach to park operations, projects or assignments, but procedures and techniques are left to the discretion of the employee. Incumbents work in an independent manner out of close proximity to his/her supervisor and lead the work of others.

III. Examples of Essential Position Duties

- Serves as a lead person on Parks crews and exercises technical and functional oversight over lower level positions.
- Under general guidance, coordinates the work of temporary staff, volunteers, camp hosts and dedicated work crews; assists in the hiring and training of temporary staff and volunteers.
- Plans, schedules, assigns, and monitors daily work and activities for temporary employees and volunteers. Estimates equipment, materials and time required to complete individual projects. Determines appropriate work projects for crew members, considering available resources and time constraints; prioritizes work based on current restraints.
- Sets an example to crew members in following County and department policies and in maintaining a positive working relationship with co-workers, managers, and County leadership.
- Provides input to managers for annual employee evaluations regarding employee performance.
- Monitors crew performance and behaviors in the field and reports work progress, challenges, incidents and accidents, and employee conduct and performance to the appropriate supervisor.
- Informs and instructs staff and volunteers on County policies and procedures and communicates supervisor expectations regarding work practices and procedures and safety.
- Evaluates work procedures and processes and ensures that safe work practices are being followed by crew members under his/her lead.
- Maintains compliance with all pertinent safety guidelines; maintains current and up-to-date MSDS manual at assigned parks.
- Oversees and implements the revenue handling procedures at assigned parks; ensures compliance with the Parks Program Revenue Collection Manual and Department and County policy.

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- Receives and investigates citizen complaints of state and local code and ordinance violations in County parks; prepares written reports.
- Compiles facts, statements, files and records; prepares materials for legal actions and civil processes.
- Issues warnings and citations as appropriate; prepares notices to be sent to violators.
- Mediates and resolves potentially hostile conflicts between park users.
- Organizes, documents and tracks cases.
- Provides a leadership role to staff and assists with overall park operations, maintenance, and contract compliance.
- Oversees and directly performs maintenance duties including grounds and buildings maintenance.
- Develops specifications and cost estimates for individual projects.
- Constructs, repairs, and maintains park buildings, facilities, grounds, campgrounds, irrigation, sprinkler, potable water and sewer systems.
- Writes and maintains accurate reports, logs and records as required.
- Operates and monitors potable water and sewer collection and treatment systems..
- Operates, repairs and maintains a variety of machines, hand and power tools and equipment used to build, repair and replace park and campground improvements and infrastructure.
- Prepares park for special events; assists in traffic control, parking, set-up, and other event related activities, coordinating with the public and other county departments as necessary.
- Maintains vehicles, equipment, work sites, buildings, maintenance shops, yards and storage areas in a clean, safe condition.
- Work irregular shifts and respond to after-hours emergency calls as required.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Overtime may be required.
- Performs other related duties as assigned.

IV. Knowledge, Skills and Abilities

Requires knowledge and use of skills and abilities related to leading a crew of workers including the ability to build a cohesive team to accomplish goals, listen to input provided by crewmembers and respond appropriately, and communicate information in ways that build trust and support. Position also requires knowledge of basic principles and techniques of investigation; pertinent state and local codes and ordinances; and rules of evidence and court procedures. Position requires general knowledge of the methods, practices, tools and materials used in park operations; skill in the safe operation, repair and maintenance of hand and power tools, machines and related equipment used in park operations, basic carpentry, basic plumbing and basic electrical; knowledge of basic design and construction of a variety of simple structures and infrastructure systems including plumbing and irrigation systems, campsites, benches, fences and related park and campground equipment and/or facilities; methods and techniques of cleaning and maintaining grounds and facilities. Ability to enforce park safety and health standards; work with the public under possible adversarial conditions; effectively resolve potentially dangerous situations. Knowledge of water and sewage treatment and public pool operation principles. Position requires ability to plan, schedule and coordinate crew members; safely operate a pickup truck or other

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vehicle; read and understand a variety of written materials related to assigned work including manuals, plans, codes, ordinances, statutes, policies and procedures; prepare and maintain accurate records, logs and reports related to assigned work; establish and maintain cooperative working relationships with those contacted in the course of work; ability to follow and present written and oral instructions; work within a team structure and participate in collaborative decision making; use basic arithmetic to calculate fees and make correct change; prioritize work and meet established deadlines; and interpret and explain department policies and procedures as necessary.

V. Minimum Requirements (*Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions*)

Education and Experience

- A combination of education and experience equivalent to the completion of the twelfth grade AND specialized training in park and/or facilities maintenance AND three years of experience in maintenance and development of park, forest, or recreation areas in park and/or facility maintenance OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge and ability required to perform the job.

Licenses, Certificates and Other

Required within 90 days of hiring: possession of a current, appropriate Oregon driver's license and an acceptable driving record; valid, Standard First Aid and CPR certificates; and, appointment to Code Enforcement Officer by Jackson County. The following may be required within 1 year of hiring: National Playground Safety Institute Certified Playground Safety Inspector Certificate; Oregon Department of Agriculture Public Pesticide Applicators License; Oregon Department of Human Services Public Pool and Spa Operator License; Oregon Department of Environmental Quality Level 1 Wastewater System Operator Certificate and/or, Limited Maintenance Electrician License (LME) or Journeyman Electrician License.

Physical Demands (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Requires the ability to exert a considerable amount of force frequently to lift, carry, push, pull, or otherwise move objects and to stoop, crouch, climb and lift in performance of manual labor; operate a variety of tools, equipment and vehicles used in performance of daily tasks; ability to work around electrical currents and/or hazardous materials in a safe manner. Tasks are regularly performed outdoors with exposure to adverse environmental conditions such as heat, cold, wetness, dust, odors, noise and vehicular exhaust fumes.

Working Environments

Incumbents are exposed to adverse weather, including extreme temperatures, rain, snow, sleet and hail. Incumbents are also exposed to dangerous or unpleasant conditions and substances, including noise, dust, hot oil, asphalt, chemicals, traffic hazards, biohazards noxious plants and wildlife. May include exposure to angry, hostile and disruptive people.

VI. Additional Information

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of

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these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Revised: 10/17